The Town of Berwyn Heights is seeking its next Part Time/ Temporary Code Compliance officer to form part of the Code Compliance Department. .

Who We Are

The Town Council and employees of Berwyn Heights cultivate a high quality of life by engaging the community and delivering equitable, professional, and expeditious services to our residents. We are a safe, diverse town at the center of abundant natural beauty, with a neighborly charm and community spirit that is welcoming to all.

What We Desire

- A candidate with relevant experience as a code enforcement officer or equivalent
- An experienced individual with knowledge of municipal, county and state housing codes, rules and regulations and legal proceedings.
- An individual with desire to improve the Town's appearance by monitoring and enforcing both Town and County codes.
- Someone with experience in performing rental property inspections.
- An individual willing to perform work of a paraprofessional nature, insuring compliance with various City Codes that effect property maintenance, rental housing, zoning and permits.
- An individual who can obtain compliance with Town Codes through education and enforcement
- A candidate willing to work ten plus hours a week including every other Saturday.

What We Require

- At least 1 year experience as a Code Compliance Officer and AACE/ICC Property Maintenance Certification or be able to obtain the certification within one year.
- Availability to work evenings and weekends.
- Applicants are required to have a High School or GED degree.
- Able to pass required background, medical, and drug screenings.
- Proficiency with Microsoft Office software packages
- Valid driver's license

What You Can Expect

A competitive salary (starting between $18.21 – $20.03 per hour) DOQ

If This Is You

Send a cover letter and a resume with references to Treasurer/HR Manager Michelle Rodriguez at MRodriguez@BerwynHeightsMD.gov or mail to 5700 Berwyn Road, Berwyn Heights, Maryland 20740. The closing date is Monday, August 20, 2018